

SOUTH DAKOTA NATIONAL GUARD
FAMILY READINESS PROGRAM
-COMMANDER'S GUIDELINES-

Revised: 2/2013

I. **Introduction.** The following guidance is provided to assist commanders in developing and sustaining a Family Readiness Program within their unit(s).

II. **Chain of Concern.** Unit Commander, Unit Family Readiness Representative, Family Readiness Group Lead Volunteer, State Family Readiness Director or their representative

III. **Major Duties and Responsibilities.**

A. **Requirements.**

1. Include Family Readiness training and activities in yearly training plan with a minimum of two Family Resiliency trainings per training year.
2. Recruit and appoint on memorandum a family member to serve as the Lead Volunteer for the unit's Family Readiness Group (FRG).
3. Appoint a service member on memorandum as a Unit Family Readiness Representative (Unit Rep) to serve as your liaison to the FRG and Lead Volunteer.
4. Complete a Family Readiness Plan for the unit's Family Readiness program with the help of the FRG Lead Volunteer and Unit Rep.
5. Ensure the Family Readiness Group Telephone Tree is maintained.
6. If the Family Readiness Group has a Checking Account, ensure the account is maintained according to guidance found in the Treasurer's Handbook.
7. Include the Family Readiness Group Lead Volunteer as a part of your special staff by seeking their counsel and inviting them to attend pertinent staff meetings.
8. Complete a Statement of Approval (include in Family Readiness Plan) recognizing the FRG and giving them permission to operate and function as part of your special staff.
9. Encourage the Lead Volunteer and Unit Rep to attend Family Readiness training to aid them in managing unit's Family Readiness Program.
10. Encourage participation of service members and families in the Family Readiness Program.
11. Establish an atmosphere of care and concern for service members and their families.
12. Provide opportunities for service members and their families to network through unit functions, newsletters, and Family Readiness training.

B. **Support.**

1. Schedule conference time quarterly with the Unit Rep and Lead Volunteer.
2. Provide adequate space in the armory for Family Readiness Volunteers to store items and information.
3. Provide postage for mailings to families and service members as unit budget allows.
4. Provide administrative supplies for accomplishment of Family Readiness activities as resources allow.
5. Ensure availability of copier and computer for use by volunteers in accomplishment of Family Readiness activities when resources allow.

C. **Maintain Information.**

1. Ensure Lead Volunteer has the needed information to maintain the telephone tree for family members.
2. Ensure family preparedness through completion of unit service member's personal readiness.
3. Anticipate and address the needs of unit service members and their families through command letters, pre-mobilization briefings, and distribution of Family Readiness information and materials.
4. Ensure the unit's FRG Family Readiness Plan is updated as changes occur and proper distribution is made. Copies are maintained at the unit in the unit's Family Readiness binder and at the State Family Readiness Office.

III. **Benefits.**

- A. Ensures families' readiness at all times not only for deployment.
- B. Improves retention rate of service members.
- C. Provides a clear understanding of families' needs and concerns.
- D. Provides knowledge that families' needs/concerns will be handled in service member's absence conserving commander's time thereby allowing more time for other issues.

For support, contact Family Readiness at 605-737-6089/737-6310/357-2970 or email at
[**nq.sd.sdarnq.list.frsa@mail.mil**](mailto:nq.sd.sdarnq.list.frsa@mail.mil)